

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**RECREATION CENTER DIRECTOR III**

**DEFINITION:**

Under direction, to plan, organize, and supervise a comprehensive and varied recreation program at a large recreation center or athletic facility; to plan, organize and supervise a comprehensive complex and varied recreation program at a medium-sized recreation center requiring very difficult and sensitive community liaison work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Initiates, develops, implements, and directs a wide variety of recreation activities for all segments of the community;
- determines community needs and interests in developing recreation programs and activities;
- Performs difficult and sensitive community liaison work in the promotion and development of a comprehensive recreation program;
- Provides information on programs and activities to the public and prepares necessary material for publicity;
- Plans, organizes, and supervises special events and solicits community support and assistance;
- Prepares program submittals and evaluations;
- Supervises programs at satellite playgrounds, gymnasiums, and related facilities;
- Administers contractual recreation programs and activities;
- Participates in organizing and supervising district leagues and events;
- Liaisons and meets with recreation councils, community groups, business organizations, and other bodies concerning the center's activities;
- Supervises a large subordinate staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance;
- Supervises and monitors contract staff activities;
- Prepares a variety of reports;
- Schedules the use of the facility, issues use permits, and applies fee schedules;
- Ensures the proper maintenance and security of the facility.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Recreation or a closely related field; **AND** one year of professional recreation experience at a level equal to Recreation Center Director I or II. Additional professional level recreation experience may be substituted for education lacked on a year-for-year basis.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.